AIA Puerto Rico

2023 HONOR AWARDS
ENTRY INSTRUCTIONS

Please read through the 2023 Honor Awards Manual carefully, as aspects of our Honor Awards Submission changed.

All Applicants wishing to submit one or more projects for consideration for the 2023 AIA PR Honor Awards program must register the project(s) and pay any applicable fees before the payment deadline and must submit the required documents to the AIAPR before the submission deadline.

DATES AND DEADLINES

September 26	Submission Fees Due
October 11	Projects Uploads for Jury Due
October 14	PPT Uploads for Honor Awards Celebration due
October 21	AIAPR Honor Awards Announcements and Celebration at the AIAPR 2023 Conference in Architecture

No late submissions will be accepted. No registration fees will be refunded for disqualified or incomplete submissions.

ENTRY FEES

Licensed Architect	$200 first entry	$150 additional entry
Architectural Associate	$100 first entry	$90 additional entry
Students	$40 AIAS	$50 non AIAS
Firm Of The Year	$200
Gold Medal	NO FEE – NOMINATION
Associate Member Individual Award	NO FEE – NOMINATION

Projects submitted for an Award of Excellence of Built Work are automatically entered in the "PEOPLE'S CHOICE AWARD".

Register your Project(s) before September 26 at 11:59 pm at
https://www.aiapr.com/honor-awards-registration-23

Once a project has been REGISTERED, it will be assigned an ID number to be used throughout the Submission process.

SUBMISSION OVERVIEW

Submit the following before October 11, 2023 at 11:59 pm.

- Submittals must contain a minimum of 10 and maximum of 20 PowerPoint slides per project; slides may contain more than one image.
- PowerPoint file may not exceed 25MB.
- NO identifying information may be present in the PowerPoint presentations regarding the entry or the entrant's firm.
- All descriptions shall be typed in Arial font at a minimum of 10 pt size type on the right side of each slide. The layout or background of the presentation as given in the template shall not be changed.
- The first image in the presentation shall include a title, along with the project's square footage and location.
- Floor plans and a site plan or aerial photo are required.
- Include graphic scales and directional north arrows to ensure complete understanding of each project.
- A description of the project should include evidence of its positive impact on individuals and communities as well as its performance in accomplishing client/user goals.
- Presentations should not include sound, animation, video, panorama movies, hyperlinks, or links to other files.
- Your submission should include the following documents:
  - Jury Submission PowerPoint Presentation –Saved as "Entry Number_Jury.ppt"
  - PDF of Registration Entry Form – Saved as "Entry Number_Registration.pdf"
  - PDF of Concealed ID – Saved as "Entry Number_Concealed.pdf"
  - PDF of Required Documents – Saved as "Entry Number_ReqDocs.pdf"
  - Honor Awards Ceremony Powerpoint Presentation – Saved as "Entry Number_HAC.ppt

All entry materials must be submitted to AIA PR through the link provided on the registration receipt sent via email.

TELL THE JURY A STORY

The Jury will consist of practicing architects from outside the Chapter. Every year, jurors reward submissions that best tell the story of a project behind the marketing images. What concepts and considerations drove the design? What were the challenges and opportunities along the way? How did the design team arrive at the solution? We encourage submitters to use the project narrative, captions, inclusion of process work, design diagrams, and metrics as opportunities to tell a design story.

REQUIREMENTS OF POWERPOINT PRESENTATION FOR HONOR AWARDS CEREMONY AND PUBLICITY: (due October 14, 2023 at 11:59pm)

(7) 8.5" x 11" – Landscape format- slides max.

Slide 1.   Title Slide
- **+**   Name Of Project
- +   Project Location
- +   Submission Category
- +   Design Architect, Firm, Or Architect Of Record Name
- +   Engineers, Consultants,
- +   Owner
- +   Contractor

Slide 2.   Abbreviated Project Narrative
+ Project Narrative (100 words or less). (Narrative will be included in any m edia announcement(s) and publicity.)

Slide 3.   Through Slide 5
- +   Submit 5 high-resolution IMAGES that best represent your project
- +   Plans, sections, and small diagrams are NOT recommended
- +   Images will be included in any media announcement(s) and publicity.

FAQ

DO YOU HAVE TO BE AN AIAPR MEMBER TO SUBMIT FOR THE AIAPR HONOR AWARDS?

Yes, entries are limited to work by members of the AIAPR Chapter.

CAN STUDENTS SUBMIT SCHOOL WORK FOR THE AIAPR HONOR AWARDS?

Yes, entries for the STUDENT PROJECT category are limited to students attending an architecture program at a NAAB accredited program in Puerto Rico.

CAN PROJECT ENTRIES THAT HAVE WON AWARDS IN OTHER HONOR AWARD PROGRAMS SUBMIT FOR THE AIAPR HONOR AWARDS?

Yes, entries that have won awards in other award programs are eligible for submission.

WHO WILL SERVE AS THE HONOR AWARDS PROGRAM JURY?

The Jury will consist of practicing architects from outside the Chapter. Projects will be judged individually, not in competition with each other. The Jury will be encouraged but is not required to select recognition for a minimum of one project in each of the award categories. The decision of the Jury is considered final. Protests/appeals must be submitted in writing to the AIAPR Chapter President. The AIAPR Board or Honor Awards Committee will review, but it is not obligated to resolve.